

July 2003

HIPAA

TMA Privacy Office
Skyline 5, Suite 810
5111 Leesburg Pike
Falls Church, VA
22041-3206

**TMA HIPAA
Website**
[www.tricare.osd.mil/
hipaa](http://www.tricare.osd.mil/hipaa)

E-Mail:
hipaamail@tma.osd.mil



Privacy

HIPAA Training Tools and PCS-ing Dilemmas

TRICARE Management Activity, Privacy Office

Maintenance of a complete, accurate and up-to-date record of the HIPAA training status of all MHS personnel is essential to ensure compliance with the HIPAA rules. MHS Privacy Officers are key to satisfying this requirement and must be involved, particularly at the MTF level, with the In and Outprocessing activities for personnel assigned to their units.

All Services are therefore required to develop policies requiring Privacy Officers to be formally included in the In and Outprocessing activities of their units. A simple way to do this might be to include the Privacy Officer as a required entry in all In and Outprocessing forms.

During Outprocessing, Privacy Officers should determine if there is some reason that the individual will no longer be required to take HIPAA training. For example, the individual may be retiring or otherwise leaving active duty, being assigned to a unit not involved in healthcare activities, or being deployed to an area where HIPAA training is not required. If this is the case the Privacy Officer should INACTIVATE the individual's training record. There is an important caveat to this:

- In no case should a Privacy Officer DELETE a training record. Doing this will remove any record of the individual's past training, and make it impossible to REACTIVATE the training record when the individual returns to an assignment requiring HIPAA training.

The steps necessary to INACTIVATE an individual training record are:

1. Click on Student Management and search for student that needs to be inactivated
2. Click on the "Edit" link to update the profile
3. Uncheck the box labeled "Active"
4. Select the "Apply Changes" button to save the change

Plateau Administrator - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://www.hipaatraining.tricare.osd.mil/elms/pwa/authenticate.do>

Administrator Home Help Logout

Student Management | Scheduling | Learning | Resources | References | Reports | Tools | System Admin

Students
Learning Event Editor
Learning Event Recorder
Competency Assessment Editor
Competency Assessment Recorder
Student Needs Mgmt

Apply Changes Reset Reset Student Pin Copy Delete

☒ Active

Last: Colantuoni First: Amanda MI: J

Job Position: 000069

Job Location:

Domain: 00005

Organization:

In the case where the individual is going to another MTF or medical unit that requires HIPAA training, the Outprocessing Privacy Officer should INACTIVATE the individual's training record as described above.

Privacy

HIPAA Training Tools and PCS-ing Dilemmas

TRICARE Management Activity, Privacy Office

During Inprocessing, receiving unit Privacy Officers simply have to RE-ACTIVATE the individual's record AND change the DOMAIN ID on the individual's record to the designator for the receiving unit. This will automatically make all information on the HIPAA training status and requirements of the individual available to the receiving unit's Privacy Officer. This would also be an excellent time for the Privacy Officer to review that record, explain the unit's commitment to HIPAA and any unit-specific policies and procedures, and provide copies of those documents.

The steps necessary to search, RE-ACTIVATE an individual's training record, and change the Domain ID are:

1. Click on Student Management and select the "Not active" circle at the beginning of the search
2. Search for a student that needs to be Re-Activated

The screenshot shows the 'Plateau Administrator - Microsoft Internet Explorer' window. The address bar displays 'https://www.hipaatraining.tricare.osd.mil/elms/pwa/authenticate.do'. The navigation menu includes 'Student Management', 'Scheduling', 'Learning', 'Resources', 'References', 'Reports', 'Tools', and 'System Admin'. The 'Students' section is active, showing a 'Simple Search' form. The form has fields for 'Student ID', 'Last Name', 'First Name', and 'Middle Initial', each with a search type dropdown menu set to 'Exact'. The 'Student Status' section has three radio buttons: 'Active', 'Not active' (which is selected), and 'Both'. A red arrow points to the 'Not active' radio button. The 'Search' and 'Reset' buttons are at the bottom right.

3. Select the "Edit"
4. Check the "Active" box to reactivate the student
5. Locate the Domain field and enter the correct Domain ID
6. Select "Apply Changes" to save the changes

The screenshot shows the 'Plateau Administrator - Microsoft Internet Explorer' window with the 'Edit' form for a student. The navigation menu is the same as the previous screenshot. The 'Students' section is active, and the 'Edit' form is displayed. The form has a 'Last' field with the value 'Colantuoni', a 'First' field with the value 'Amanda', and a 'Mi' field with the value 'J'. Below these are fields for 'Job Position', 'Job Location', 'Domain', 'Organization', 'Company', 'Emp Type', 'Emp Status', and 'Address'. The 'Domain' field has the value '00005'. A red arrow points to the 'Domain' field. The 'Active' checkbox is checked. The 'Apply Changes', 'Reset', 'Reset Student Pin', 'Copy', and 'Delete' buttons are at the top right. A red arrow points to the 'Apply Changes' button.